



**HM Revenue
& Customs**

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Date 8th September 2010
Our Ref TEEL 01
Your Ref 083/GA46074

Dear Sir/Madam

Help for New Employers

As a new employer we want to help you to operate PAYE correctly. We have a variety of different ways that we can help such as the Employers Helpline (0845 607 0143) which is available between 08.00 – 20.00 Monday to Friday and free workshops at venues throughout the United Kingdom where we can give advice about

- National Minimum Wage
- ID Checks
- How to work out your employee's tax and National Insurance Contributions (NIC) using your Employer CD – ROM
- The forms you need to complete throughout the year
- How to pay over your employee's tax and NIC to HMRC
- The records you need to keep
- How to register and use the 'PAYE Online for Employers' service

To book a place go online at <http://www.hmrc.gov.uk/bst/index.htm> select 'Becoming an Employer – What you need to know and follow the on-screen instructions using reference TEEL01.

Alternatively you can telephone 0845 6032691 between 08.30 – 17.00 Monday to Friday.

In respect of your monthly payments, please note that electronic payments must have been cleared into account no later than 22nd of the month and postal payments no later than 19th of the month.

More information can be found online at <http://www.hmrc.gov.uk/howtopay.htm>.

If no payment is due please submit a nil payslip, or if you wish to pay quarterly you need to contact us on 0845 366 7816.

I hope you have found this letter useful, however if there is any further advice you need as a new employer then please contact one of the numbers, as appropriate, detailed above.

Information is available in large print, audio tape and Braille formats.
Type Talk service prefix number – 18001

Local Compliance Director (CCG): John Brown
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